

Langham Annual Parish Council Meeting
Langham Community Centre
16th May 2023 8:30pm

Attendees: Cllr Bottwood, Cllr Brockman, Cllr Armstrong, Cllr Freeman, Cllr Ogawa,
Cllr Piper-Hunter

Present: Carol Harbach – Clerk
2 Members of the public

24/022 Election of Chair

Cllr Bottwood asked for nominations for Chairman. Cllr Armstrong was willing to take on the Chair position. Proposed Cllr Freeman seconded Cllr Bottwood
All agreed.

24/023 Chairman to sign Acceptance of Office form

Cllr Armstrong signed the Declaration of Acceptance of Office form and was elected the new Chairman.

24/024 Election of Vice Chair

Cllr Armstrong then took over the meeting and asked for nominations for Vice Chairman for the Council.

Cllr Bottwood offered to stand as Vice Chairman. This was proposed by Cllr Freeman and Seconded by Cllr Armstrong. Agreed by all.

24/025 Vice Chair to sign Acceptance of Office form

Cllr signed the Declaration of Acceptance of Office form and was elected the new Vice Chairman.

24/026 Newly elected council to sign Acceptance of Office forms

The outstanding councillors then signed their individual Acceptance of Office forms.

24/027 Update on the co-option of additional Councillor

Cllr Armstrong then went on to explain that as there were only 6 councillors elected as from June the council can now co-opt another person to the parish council.

There had been 3 people that initially showed an interest. One has followed up pro-actively since then. This person will be invited to come along and be co-opted at the next meeting.

24/028 Welcome and apologies of absence

Cllr Armstrong welcomed everyone to the meeting and stated there had been no apologies of absence.

Thanks was given to Cllr Bottwood for his long years of service to the PC, his three years of strong chairmanship and his willingness to stay on now to help smooth the transition to a new Council team.

The Annual Assembly this year is on the 1st June.
The expansion of the children's play area is one of the main project successes over the past year. Cllr Ogawa was thanked for her hard work developing various successful village events over the year.
Cllr Piper-Hunter was welcomed to the team and gave some background information about himself.

- 24/029 Declaration of Members Interest**
Any declarations of interest will be brought up and declared as they arise on the agenda.
- 24/030 Committee Structure for 24/25**
As there is still a vacancy for a parish councillor at the moment, the new committee structure will be decided once a new councillor has been appointed. The current committee structure and representatives will remain unchanged until then. The council was asked for thoughts and ideas about current and prospective committee structures. There was a broad consensus that the current approach was working well and did not warrant any radical changes.
- 24/031 Agree Parish Council Representatives for Community Centre Trustees and Community Centre Finance Committee**
Cllr Armstrong stated that the chair or vice chair of the Parish Council had in the past been the representative for these two bodies and could see no reason why this should change. Cllr Bottwood would therefore continue with this role. The chair of the Recreation Ground committee was asked whether they were happy for the Recreation Ground representative on the Langham Community Centre Trustees body to remain unchanged. This was confirmed and Bob Schofield was asked whether he was prepared to continue in this role. This received a positive response from Bob Schofield. It was proposed by Cllr Ogawa seconded by Cllr Piper-Hunter that Bob Schofield continue. All agreed.
- 24/032 Agreement of Minutes for the last Annual Parish Council Meeting on 9th May 2023**
Last Annual Parish Council Meeting 9th May 2023
These minutes were taken as a true and accurate account.
Proposed Cllr Freeman seconded Cllr Bottwood All agreed.
- 24/033 Matters arising from the last Annual Parish Council Meeting on 9th May 2023**
No matters arising. Completed and discharged.
- 24/034 Public Open Forum (Maximum 15 minutes)**
A resident stated that the hedge at Greyhound Hill that was overgrown has now been cut by the farmer.

24/035 **Visitors Reports (CBC and County Councillors)**
No councillors present.

24/036 **Finance**
24/036.1 Matters arising from the last Finance Committee meeting
No meeting since the last Parish Council meeting on 6th March 2024
Nothing from this meeting.

24/036.2 **To approve payments in accordance with the 2024/25 Budget**
These payments and invoices had been circulated to the Finance Committee prior to this meeting.

C. Harbach Salary for May	£1,000.56
M. Rich Contractors invoice May	126.00
James Todd & Co – payroll Inv-70690 extra payment needed	2.40
Langham Community Centre April Hall Hire	130.00
Moser Groundcare – grass cutting Inv 1574	960.00
Barclaycard Statement for Mascot hire after £50 deposit refundable.	78.99
Heelis & Lodge Internal Auditor	350.00
Dynamic Fireworks Ltd – Deposit for firework event	1,300.00
Wave Water – water bill for standpipe	23.20
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Total	3,970.95

These invoices were agreed by the Council.
Proposed Cllr Bottwood seconded Cllr Armstrong All agreed.
Cllr Brockman to start payments Cllr Armstrong to second.

The annual Interest on the NS&I income bonds statements is £878.92 which has gone to the Langham Community Centre (LCC) directly.

D-Day event – there will be a small budget of £600 for this event.
The LPC to pay for teas and coffees on the day which will be supplied by the shop. There is also a leaflet to go out around the village to advertise this event. Proposed Cllr Freeman seconded Cllr Armstrong. All Agreed.

24/036.3 **Audit Update**
The Internal Audit has been completed successfully with no recommendations to the council. These papers have now been passed on to PKF Littlejohn, the external auditor for them to undertake their process. It was agreed by the council to engage Heelis & Lodge as the Internal Auditors for next year. Proposed Cllr Brockman and seconded Cllr Bottwood all agreed.

24/037 To confirm date and time of the Annual Parish Meeting (Annual Assembly) and discuss content for this meeting

The date and details of this meeting were discussed and due to holiday commitments of some councillors the meeting will be held on Saturday 1st June 6pm at the Community Centre. Cllr Ogawa sent her apologies. Cllr Rowe has stated that he would attend.

24/038 Confirm the date for the next Parish Council Meeting and Calendar for coming year

The council considered changing the day and date of the monthly meetings and decided on holding these meetings on second Wednesday of the month. 7:30pm. The clerk will produce and circulate the calendar.

24/039 Chairman closes meeting

Chairman closed the meeting at 9:56pm.

Signed

Cllr Armstrong

Date